

Howard-Winneshiek Community School District
2006-07, 2007-08, 2008-09
Clerical Master Contract

Howard-Winneshiek Clerical Association
Holly Palo, President
Kim Witt, Chief Negotiator

Howard-Winneshiek Community School District
Donald J. Conway, President
Brian Ney, Chief Negotiator

ARTICLE 1: PREAMBLE

WHEREAS, the Board and the Association have reached certain understandings which they desire to confirm in this agreement, BE IT AGREED AS FOLLOWS:

ARTICLE 2: RECOGNITION

A. Unit

The unit described in the above certification is as follows: "All full time and regular part-time clerical employees except those excluded by Chapter Twenty, Code of Iowa. Excluded: Superintendent's Secretary, School Board Secretary, and Assistant District Secretary.

B. Definitions

1. The term "Board", as used in this agreement, shall mean the Board of Education of the Howard-Winneshiek School District or its duly authorized representatives.
2. The term "employee", as used in this agreement, shall mean all clerical employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
3. The term "Association", as used in this agreement, shall mean the Howard-Winneshiek Clerical Association or its duly authorized representatives or agents.

ARTICLE 3: IMPASSE PROCEDURE

Impasse shall be governed by the procedures outlined in Chapter Twenty of the Code of Iowa.

ARTICLE 4: GRIEVANCE PROCEDURE

A. Definitions

1. A "Grievant" shall mean an employee or group of employees of the Association filing a grievance.
2. A "Grievance" shall mean a claim by a grievant that a dispute or disagreement of any kind exists involving interpretation or application of the terms of this Agreement.
3. A "Party in Interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. "Days" shall mean employee workdays, except as otherwise indicated. Failure of the appropriate administrator or administrative body to render a decision within the specified time limits shall be construed to be a decision in favor of the grievant. Failure to file any grievance or to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.
5. Superintendent shall mean the Superintendent or his official designee.

B. Rights to Representation

1. If, in the judgment of the Association, a grievance exists, the Association may process such a grievance through all levels of the procedure, even though there is no individual aggrieved person who wishes to do so. Class grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Association at Step II.
2. In matters dealing with alleged violations of Association Rights, the grievance shall be initiated at Step II.
3. The Association on its own may continue and submit to arbitration any grievances filed and later dropped by a grievant, provided that the grievance involves the application or interpretation of the Agreement.
4. All of the time lines mentioned in this Article are maximums and may be shortened by mutual agreement of the parties.

C. Individual Rights

A grievant may be represented at all pre-arbitration stages of the grievance procedure by himself, or, at his option by any person or agent designated by such party to act in his behalf. If an aggrieved party is not represented by the Association, the Association shall have the right to be present.

D. Procedure

Step 1: The parties in interest acknowledge that it is usually most desirable for an employee and his immediately involved supervisor to resolve problems through free and informal communications. Within fifteen (15) days following the act or condition which is the basis of the complaint, the grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The grievant and/or the Association and the supervisor shall be present for the meeting. The supervisor shall provide the aggrieved party and the Association with a written answer to the grievance within five (5) days after the meeting. Such answer shall include the reasons upon which the decision was based.

Step 2: If the grievant is not satisfied with the disposition of his grievance at Level I, or if no decision has been rendered within ten (10) days after presentation of the grievance, then the grievance may be referred to the Superintendent or his official designee. The Superintendent shall arrange for a hearing with the grievant and the Association, to take place within five (5) days of his receipt of the appeal. The parties in interest shall have the right to include in the representation such witnesses and representatives as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearings, the Superintendent will have five (5) days to provide his written decision, together with the reasons for the decision, to the Association.

Step 3: Binding Arbitration

- a. If the grievant is not satisfied with the disposition of his grievance at Level II, or if no decision has been rendered within five (5) days after he has first met with the Superintendent, he may within five (5) days after a decision by the Superintendent or ten (10) days after he has first met with the Superintendent, (whichever is sooner) request in writing that the Association submit his grievance to arbitration. If the Association determines that the grievance has merit, it may, by written notice to the Superintendent within five (5) days after the receipt of the request from the aggrieved person, submit the grievance to binding arbitration. If any question arises as to arbitrability, such question will first be ruled upon by the arbitrator selected to hear the dispute.
- b. Within ten (10) days after such written notice of submission to arbitration, the Superintendent and the Association may attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the ten (10) day period, a request for a list of arbitrators shall be made to the American Arbitration Association by either party. The parties will be bound by the rules and procedures of the American Arbitration Association.
- c. The arbitrator selected will confer with the representatives of the Superintendent and the Association and hold hearings promptly and will issue his decision not later than thirty (30) days from the date of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs are submitted to him. The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which is violative of the terms of this Agreement. The arbitrator shall be empowered to include in any award such remedies as he may deem proper. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, and his travel and subsistence expenses and the cost of any hearing room, will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

E. No Reprisals

No reprisals of any kind will be taken by the Board or the school administration against any clerical employees because of his participation in this grievance procedure.

F. Arbitrability

An arbitrator shall decide all substantive and procedural arbitrability issues arising under this agreement.

Upon request of either party, the merits of a grievance and the substantive and procedural arbitrability issues arising in connection with that grievance shall be consolidated for hearing before an arbitrator; and in no event shall an arbitrator resolve the arbitrability of a grievance without first having heard the merits of the grievance.

G. Cooperation of Board and Administration

The Board and the Administration shall cooperate with the Association in its investigation of any grievance, and further, shall furnish the Association such information as is requested for the processing of any grievance.

1. Personnel Files

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

I. Grievance Forms

Forms for filing grievances, serving notices, taking appeals, reports and recommendations, and other necessary documents will be prepared jointly by the Superintendent and the Association so as to facilitate operation of the grievance procedure. The costs of preparing such forms shall be borne equally.

J. Year End Grievance

In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the work year, the time limits may be reduced so that the grievance procedure may be exhausted prior to the end of the work year or within a maximum of thirty (30) days thereafter.

ARTICLE 5: RIGHTS

The parties recognize that each retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in them by Chapter Twenty of the Code of Iowa.

ARTICLE 6: DUES DEDUCTION

A. Authorization

Any employee who is a member of the Association may sign and deliver to the school board secretary an assignment authorizing payroll deduction of annual Unified Association dues. The payroll deduction check-off will not include collection of initiation fees, special assessments, back dues, fines or similar items. The Association will be responsible for providing the necessary authorization forms and informing the members of the dues deduction system.

B. Regular Deductions

Requests for dues deduction must be filed in writing with the school board secretary within three (3) days after the start of pre-school workshops. The school board secretary shall deduct 1/9th of the total annual dues from the regular salary check of the employee each month for nine (9) months beginning in September and ending in May. The Association will advise the school board secretary of the exact monthly amount of such regular membership dues to be deducted.

C. Termination of Dues Check-off

In accordance with the PERA a member may terminate the dues check-off at any time by giving thirty (30) days written notice.

D. Further Authorization

The request for dues check-off shall include the signed statement that the "member and Association agree to indemnify and hold harmless the School Board, each individual board member, and all administrators against any and all claims, costs, suits, or other forms of liability and all court costs arising out of this application of the provisions in the agreement between the parties for dues deduction."

ARTICLE 7: PAYROLL DEDUCTIONS

Upon appropriate timely written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, savings bonds, and district selected insurance programs.

ARTICLE 8: COMPLIANCE CLAUSES AND DURATION

A. Compliance Between Individual Contracts & Comprehensive Agreement

Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this agreement, during its duration, shall be controlling. Each individual employee contract when tendered to the employee shall be signed by an official designee of the Board and shall incorporate by written reference the terms and provisions of this agreement.

B. Separability

If any item of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to the law, then such item and only such item or application shall not be deemed valid and subsisting, except to the extent permitted by law and the Board and the Association shall enter into immediate negotiations to replace said item. All other items or applications shall continue in full force and effect

C. Printing Agreement

The expense of printing this agreement shall be shared equally by the Board and the Association. The agreement shall be presented to all employees now employed and hereafter employed by the Board.

D. Notices

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.

1. If by Association, to Board at 1000 Schroder Drive, Cresco, Iowa 52136
2. If by Board to Association at **1000 4th Avenue East**, Cresco, Iowa 52136

E. Duration Period

This agreement shall be effective as of **July 1, 2006** and shall continue in effect until **June 30, 2009**. All language items will remain in effect for the duration of this contract. Salary only shall be negotiated each year unless both parties agree to open another specific section of the contract.

F. Signature Clause

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the **27th day of April, 2006**.

Howard-Winneshiek Clerical Association
(Association)

By: Holly Fah
(Its President)

By: Brian Witt
(Its Chief Negotiator)

Howard-Winneshiek Community School Board
(Board of Education)

By: Donald J. Murray
(Its President)

By: Brian Neg
(Its Chief Negotiator)

ARTICLE 9: WAGES AND SALARIES

Steps			
2006-07	Class I	Class II	Class III
1	8.92	9.27	9.67
Step Increase	0.15	0.15	0.15
2	9.07	9.42	9.82
Step Increase	0.15	0.15	0.15
3	9.22	9.57	9.97
Step Increase	0.15	0.15	0.15
4	9.37	9.72	10.12
Step Increase	0.20	0.20	0.20
5	9.57	9.92	10.32
Step Increase	0.20	0.20	0.20
6	9.77	10.12	10.52
Step Increase	0.20	0.20	0.20
7	9.97	10.32	10.72
Step Increase	0.25	0.25	0.25
8	10.22	10.57	10.97
Step Increase	0.25	0.25	0.25
9	10.47	10.82	11.22
Step Increase	0.25	0.25	0.25
10	10.72	11.07	11.47

Longevity compensation as follows:

1. Any employee who has worked for the District beginning with year 11 through year 20 will receive an additional 10 cents per hour each year.
2. Any employee who has worked for the District beginning with year 21 through year 25 will receive an additional 15 cents per hour each year.
3. Any employee who has worked for the District beginning with year 26 and every year thereafter, will receive an additional 20 cents per hour each year.

All wages are in dollars per hour.

Class I Clerical Aides, Library Aides, Special Education Aides
Class II Building Secretaries at Elma, Lime Springs, and Ridgeway, Guidance Aides, Media Coordinator
Class III Principal's Secretaries

One vertical step on the schedule will be given for each year of experience in the Howard-Winneshiek Community School District. One vertical step on the schedule will be given for each year up to 2 years of post-high school education credit earned that would enhance the job skills in the employee's assignment.

Employees assigned to work in the classroom who complete Level II Para-Educator Certification shall receive an additional 10 cents per hour. Those that complete Level II Advanced Para-Educator Certification shall advance two vertical steps on the schedule.

Starting with the 2006-07 School Year: After one year on Step 10, an employee will advance to Level 1 Longevity compensation for the next year even if they have not been a district employee for enough years to qualify. When the employee qualifies for Longevity based on years of experience with the district, that language will be applied.

Employees shall receive their paychecks on a twelve (12) month basis.

Each employee hired at the beginning or during the school year will be given a clerical staff work schedule to sign.

Any employee who substitutes in a position other than what their contract states will be given Step 1 pay for the particular class in which they are substituting, or remain at their same pay whichever is greater.

Any known hours where employees are not required to work shall be deducted before calculating the amount of the monthly salary. Salary adjustments for unscheduled dismissals shall be made at the end of the contract year.

ARTICLE 10: INSURANCE

A. Types

1. Health Insurance

The Board will pay the full premium for Plan C single coverage for the duration of this contract. Up to \$150 per year will be reimbursed to each employee upon presentation of evidence from the insurance carrier that the employee has spent up to \$150 out-of-pocket in excess of the first \$100 on himself/herself. For employees with Family coverage, the Board will reimburse up to an additional \$150 per year upon presentation of evidence from the insurance carrier that the employee has spent up to \$150 out-of-pocket in excess of the first \$100 on other family members. Expenses less than \$150 as referenced in this section will be reimbursed at 80%.

- a. All clerical employees who are employed on a half time (20 hours per week) or more basis and regularly employed nine (9) or more months per year shall receive this benefit.
- b. A clerical employee entitled to a single insurance benefit who has a spouse who also works for the Howard-Winneshiek Community School District and is likewise entitled to a single insurance benefit under an existing board policy or collective bargaining agreement may then pool his/her benefits with his/her spouse's benefits and have them applied toward the family premium.
- c. Those employees in the above category who elect the family plan must pay the difference between the single and the family plan. \$140.00 per month will be added to the single premium payment for those clerical employees presently receiving this benefit toward their family plan. All other HWCA personnel will receive single premium payment.

2. Long Term Disability Insurance

The District will pay the premium on the long term disability policy for the clerical employees who are employed full time and regularly employed ten or more months per year.

3. Life Insurance and Accidental Death and Dismemberment Insurance

The district will pay the premium on \$20,000 term life insurance with accidental death and dismemberment provisions as supplied for clerical employees who are employed half-time or more.

4. Liability Insurance

All clerical employees shall be covered by school-financed liability insurance covering job-related performance of duties.

5. Dental Insurance

The district will pay the single or family premium on all clerical employees who are employed on a half time or more basis and regularly employed nine (9) or more months per year.

B. Descriptions

The Board shall provide each employee a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or date of employment that shall include a clear description of conditions and limits of coverage as provided above. The Board will be responsible for providing insurance information in the form of applications and enrollment meetings.

C. Continuation

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned benefits shall continue throughout the balance of the school year.

Employees on paid leave shall continue to have Board contributions made according to the level described above.

Employees on unpaid leave for one (1) month or longer shall have the option to continue any or all of the Board paid programs by paying the premiums themselves to the Board thirty (30) days prior to the billing date.

ARTICLE 11: LEAVES

A. Sick Leave with Pay

Employees will be entitled to twelve (12) personal illness days as of the start of each contract year. This will increase by one (1) day each year until it reaches fifteen (15) days the fourth year and each year thereafter. These days will accumulate to a total of one hundred thirty (130) days. Sick leave is to be granted by the supervising administrator, but a doctor's verification may be required after three (3) days. Sick leave will also include illness of the immediate family, i.e. spouse, mother, father, or children.

B. Personal Leave with Pay

Personal leave will handle those situations not covered by sick leave and that cannot be handled outside school hours. Three (3) days personal leave will be granted for each year and is non-accumulative. Employees will apply in writing to the Superintendent at least one week in advance of the requested date(s) stating the specific reason for the absence. If one week's notification is not possible due to circumstances beyond the employee's control, paid leave shall be approved if the reason is deemed acceptable to the Superintendent. Personal leave will not be approved for days immediately preceding or following vacation periods. Unauthorized leave will be subject to salary deduction on a per diem basis. Personal leave shall not be used for religious training and associated travel or recreational activities and associated travel.

C. Jury and Legal with Pay

Clerical employees called for jury duty during school hours or subpoenaed to testify shall be provided such time. Any fees or remuneration the clerical employee receives during such leave shall be turned over to the Howard-Winneshiek School District.

D. Association Leave with Pay

Up to five (5) days shall be available for representatives of the Association to attend conferences, conventions, or other activities of the local, state, and national affiliated organizations. Notice shall be given to the clerical employee's principal at least one (1) day in advance.

E. Bereavement Leave with Pay

The days of leave requested shall be granted up to a maximum of five (5) days at any one time in the event of death of a clerical employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and any other member of the immediate household.

F. Good Cause Leave with Pay

Other temporary leaves of absence with pay may be granted in writing by the principal for good cause. Leaves granted or denied under this article will not be subject to the grievance procedure.

G. Unpaid Leave

Other temporary leaves of absence without pay may be granted in writing by the principal for good reason. Leaves granted or denied under this article will not be subject to the grievance procedure.

H. Paid Holidays

All members of the bargaining unit shall be entitled to the following paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Good Friday. No employees shall be required to perform duties on the Holiday Vacation days accorded to students unless specifically requested by their immediate supervisor.

ARTICLE 12: HOURS OF WORK

The intended hours per day and the intended hours of employment shall be established by management and designated in the employee's work schedule. Intended hours may be reduced by management when an employee's services are not needed because of inclement weather, in-service not attended by the employee, or in other situations where the general student population is not in attendance and employee's services are not needed. One 15 minute break will be allowed for each one-half day of work of three hours or more. A paid duty-free lunch shall not be granted for any employee.

Employees shall work during their assigned hours unless specifically requested to alter their schedule by an immediate supervisor. The time sheet/time clock record shall reflect assigned hours only, with unpaid leeway of up to 5 minutes at the beginning and end of each shift if a time clock is used. An employee may not adjust their daily schedule so as to be able to leave early or arrive late without specific approval to do so from an immediate supervisor.

ARTICLE 13: EVALUATION

Evaluation:

Employees will be evaluated on a yearly basis between the dates of January 15 and April 15. The following procedures will apply:

1. **CONFERENCE AND COPY:** A copy of a written evaluation shall be given to the employee after it is prepared and a conference shall be held between the employee and the employee's Principal or Supervisor within ten (10) days following preparation of the evaluation. The employee will sign the original evaluation to acknowledge awareness of the content of the evaluation, but not imply agreement with the evaluation.

2. **RESPONSE:** If the employee feels his written evaluation is incomplete, inaccurate or unjust, they may put their objections in writing and have them attached to the evaluation report within ten (10) days of receipt of a copy of the written evaluation.

Within (10) ten days of receipt of the written objection of the employee's evaluation, a second conference will be held between the employee and employer to discuss said objections. The second conference will have one of the following results:

- a. a revised evaluation, which has been agreed upon by both the employee and employer will be placed in the employee file.
- b. the evaluation will stand as previously written.

If no agreement can be reached, the employee has the right to file a grievance as stated in Article 4.

3. No other personal evaluation or information pertaining to said employee, aside from the employee's yearly evaluation, will be placed in the employee's file by an employer or immediate supervisor without the employer/supervisor following the Conference and Copy procedure as outlined in paragraph 1 of Article 13.
4. **PAST EVALUATIONS:** In any proceeding in which the District attempts to use past evaluations to justify adverse action taken against an employee, including such adverse actions as withholding of a step increase, suspension, termination, layoff, placement on probation, etc. the employee or the exclusive bargaining representative may challenge the fairness and accuracy of such past evaluation.
5. **PERSONNEL FILE REVIEW:** Each employee shall have the right to review the contents of his/her personnel file at reasonable times in the company of his/her Principal or Supervisor.

ARTICLE 14: STAFF REDUCTION PROCEDURES

A. Coverage

All employees under this Agreement.

B. Notification

The Board will notify the Association if the District is going to reduce the hours or layoff any member of the HWCA whose position is not dictated by student enrollment or by specific student needs; notification will be given to the Association 30 days in advance. If the layoff is to become effective as of the first day of the following year, the Board will notify the Association by April 15.

C. Layoffs

1. If a position is to be eliminated, the Board shall give notification to the employee in the position to be eliminated.
2. For purposes of this section only, full-time employees are defined as employees normally working five (5) days per week, seven (7) or more hours per day. If the employee laid off is a full-time employee, said employee may displace either the least senior full-time employee or the least senior part-time employee in the unit. If a full-time employee is displaced under the foregoing procedure, then said employee may displace the least senior part-time employee in the unit. If the original employee laid off is a part-time employee, then that employee may displace either the least senior full-time or least senior part-time employee.

D. Seniority

Seniority will be computed from an employee's first day on the job. Seniority will accrue during all paid leaves of absence and unpaid leaves of absence. When seniority is equal between or among employees, then the ranking shall be determined by the drawing of lots.

E. Recall

Laid off employees shall have the right to remain on recall for two (2) years from the effective date of layoff (the day after the last day on the job). Employees shall be responsible for keeping his or her current address on file with the administration. Notice of recall will be given to employees on a last off, first on basis by sending a letter by certified mail to the last address of the employee. If an employee does not notify the administration of his/her desire for recall within ten (10) days of mailing, the employee will be deemed to have refused the position offered.

F. Benefits

All unused accumulated sick leave, seniority, and salary schedule placement at time of layoff will be restored to an employee upon recall. An employee on layoff remains eligible to file a grievance under the grievance procedure of this contract.

ARTICLE 15: SAFETY PROVISIONS

The School Board recognizes its responsibility to maintain safe facilities.

ARTICLE 16: VOLUNTARY TRANSFERS

A. Definition

The movement of an employee to a vacant position shall be considered a transfer.

B. Notification of Vacancies

1. The Superintendent shall deliver to the Association President a list of vacancies which occur during the school year and for the following school year upon knowledge of vacancies.
2. Employees interested in transferring to an existing vacancy should submit to the Superintendent a letter of interest in the position. If the employee's most current evaluation, plus seniority points are equal among present employees submitting letters of interest in the vacancy, then seniority will take effect. Evaluations will be based on a fifty-two (52) point evaluation form. Seniority will be figured on the following schedule:

a. First 10 Years	1.0 points for each year	10 points
b. Second 10 Years	1.5 points for each year	15 points
c. Third 10 Years	2.0 points for each year	20 points
d. 31+ Years	2.5 points for each year	up to 48 points

ARTICLE 17: INVOLUNTARY TRANSFERS

A. Definition

The movement of an employee to a vacant position shall be considered a transfer.

B. Notice

Notice of an involuntary transfer shall be given in writing to an employee as soon as practical and no later than May 15 for the subsequent year, unless the need for the involuntary transfer arises during the summer.

C. Procedure

Employees will be involuntarily transferred according to District needs. The District cannot be arbitrary or capricious in its decision to involuntarily transfer an employee or the transfer becomes moot. Employees cannot be transferred into a position in which said employee would be offered fewer hours than their present position or would place the employee in a different job classification.

D. Meeting and Appeal

An involuntary transfer shall be made only after a meeting between the employee involved, the Association representative and the Superintendent.

ARTICLE 18: SENIORITY

Seniority shall be defined for all purposes in this contract as it is defined in the staff reduction article. Employees who work less than fifteen (15) hours per week shall receive prorated seniority accumulation. If two (2) or more employees have the same seniority date, the relative order of seniority among them shall be determined by the drawing of lots.

ARTICLE 19: JOB CLASSIFICATIONS

A. Job Classification Determination

Each employee shall be placed in his/her appropriate wage classification as determined by his/her job classification in accordance with Article 9.

B. Notification of Presently Employed Staff

Each employee who is offered a work agreement shall be given written notice of his/her salary schedule placement for the forthcoming year not later than May 1.

ARTICLE 20: STAFF DEVELOPMENT

- A. Employees shall be required to attend staff development activities scheduled and provided by the District.
- B. Compensation shall be at the employee's regular hourly rate of pay.
- C. Employees may suggest topics that would be beneficial to their job assignments.
- D. The time sheet/time clock record shall reflect the additional time spent during staff development.

Letter of Agreement:

The Board will provide activity passes for events to all employees regardless of the number of events worked and will provide those passes to spouses of employees as well.

SCHEDULE 1

Dues Deduction Authorization Form

For employer use only.
Do not fill out.

Authorization for Payroll Deduction
For Clerical Association Dues

Employee No.

First Name Initial Last Name

Date started Amount

I hereby request and authorize the
Board of Education of:

Changes

Date Amount

as my remitting agent, to deduct
from my earnings each month until
this authorization is changed or
revoked as provided herein, a
sufficient amount to provide for the
monthly payment of the prevailing
rate of dues which amount is to be
remitted each month for me and on
my behalf to the treasurer of:

Date Amount

Date Amount

Name of Local Association

Date Amount

It is understood that this authorization shall begin with the September payroll period and shall continue through May from the date hereof, and shall thereafter continue for successive periods of one year unless revoked in writing by a thirty (30) day notice to my employer and to said organization.

Date _____

Signature _____

Social Security No. _____

SCHEDULE 2

GRIEVANCE REPORT

Date Filed

_____ School District

Distribution of Form

_____ Building

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

Name of Aggrieved Person

LEVEL I

A. Date Violation Occurred _____

B. Section(s) of Contract or Policy Violated _____

C. Statement of Grievance* _____

D. Relief Sought* _____

Signature

Date

E. Disposition by Principal or Immediate Supervisor _____

Signature of Principal
or Immediate Supervisor

Date

LEVEL II

A. _____
Signature of Aggrieved Person Date Received by Superintendent

B. Disposition by Superintendent or Designee _____

Signature of Superintendent or Designee Date

LEVEL III

A. _____
Signature of Aggrieved Person Signature of Association President

B. _____
Date Submitted to Arbitration Date Received by Arbitrator

C. Disposition and Award of Arbitrator* _____

Signature of Arbitrator Date of Decision

*If additional space is needed, attach additional sheets.

NOTE: All provisions of **ARTICLE 4** of the Agreement, Dated _____ 20____, shall be strictly observed in the settlement of the grievances.